



Family Handbook  
2022

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Dear Parent or Caregiver,

Hello, and welcome to the NEYT community! For more than 20 years, the New England Youth Theatre has been dedicated to running a theater that is "Of kids, by kids, and for kids." At NEYT, students can engage in nearly every aspect of theatre arts. This, in turn, builds the confidence and skills so vital to the creation of healthy communities.

This handbook has been organized to help you find the information, policies, and advice that you need to ensure that your child has the best experience possible.

Thank you for your support of NEYT, and for your child's involvement in the living, breathing tradition of the theatre.

Sincerely,

The NEYT Staff

## **MISSION**

*NEYT fosters the growth of young people through the practice of theatre arts in a welcoming, youth-centered community.*

*We aspire for young people to discover the confidence and skills they need to be active participants in creating healthy communities.*

*--Adopted by the NEYT Board, May 2017*

## **CORE VALUES**

- *YOUTH-CENTERED.* We believe in the creative force of youth as artists, learners, and community members. At NEYT, we help young people thrive in a community where they are trusted collaborators. Experienced mentors empower young people to meet the challenges theatre work puts before us. We believe the difficulties and joys that emerge from this complex collaboration facilitate resilience and independence. NEYT is for youth and by youth.
- *INCLUSIVE.* At NEYT, everyone is welcome. We work to foster a culture of belonging and mutual respect through the practice of honesty, patience, and empathy. We welcome people of diverse backgrounds and abilities and value the perspectives of all of our partners. We are dedicated to having a physical space that is accessible to all and strive to offer programs that meet a wide variety of interests and needs.
- *HIGH-QUALITY PRACTICE IN THEATRE ARTS.* NEYT offers young people the opportunity to engage in an environment where we strive for artistic excellence. We balance the demands of both process and product. Our young people acquire tangible skills in the broad range of theatre arts. We recruit and retain practicing artists, educators, and staff to support students in creating brave, exemplary theatre experiences.
- *PLAY.* NEYT is a place where youth experience and express the joy of creativity with others. We intentionally use play as a creative catalyst; it is an integral part of making art and growing community. Playfulness allows us to explore, discover, respond... and opens the door to creative force.

## HOW TO SUPPORT YOUR CHILD AT NEYT

- **Communication.** The very best way to help NEYT help your child is with good communication with your child and with our staff. Please ensure that we have your current, up-to-date emails, home and cell phone numbers. We encourage you to reach out to us with any questions and concerns – and share the best way to connect with you. Please review all rehearsal and class schedules, and let us know of any potential conflicts before committing to a project.
- **Honoring Rehearsals.** Cast and crew are required to be at every rehearsal for which they are scheduled. Whether your child has a principal or ensemble role, *the commitment of every participant is critical for the success of our collaboration.* The absence of even one actor can hold up, or throw off, an entire rehearsal. We understand that there are rare occasions when your child may have to miss a rehearsal due to illness or family emergency. Please contact the office before the start of rehearsal if this becomes the case.
- **Honoring Performances** Every cast and crew member is required for every performance. Sharing with the audience is the culmination of our efforts together. The critical interdependence we develop through the rehearsal process includes all of us. Please make sure you are available for all performances before committing to a project.
- **Medical Conditions.** Please note all medical conditions (asthma, seizures, allergies to food, bee stings etc.) and any special emergency procedures on the registration form for each program.
- **Social, Emotional, Cognitive, Physical Differences.** NEYT is committed to providing an inclusive theater experience for all of its students. Social, emotional, cognitive, and physical differences do not mean negative consequences for your child's career at NEYT. The more we know about the individual needs of your child, the more we can support your child's success. Please share with us anything that might help us help your child, either directly with faculty/staff, or on the registration form. All information given is strictly confidential and only shared with the staff working directly with your child.
- **Performers need to stay healthy!** As rehearsals and performances can often interfere with a child's routine, it is important that performers are getting enough food, hydration, and sleep. We recommend that your child comes to rehearsal with adequate snacks and a full water bottle.
- **Offer to Run Lines.** Rather than asking kids if they've yet memorized their lines, we suggest that parents/caregivers/siblings offer to "run lines" with them. Even professional actors are never done learning their lines and cues – it's something you practice every day,

like an athlete's daily workout. Besides, it can be fun for you, too!

## **STATEMENT ON INCLUSION**

NEYT is committed to creating an environment in which an individual's identity, including their gender, race, ethnicity, religion, national origin, socio-economic status, sexual orientation, age, education or ability, feels valued and respected. We draw strength from the diversity of voices, experiences, and backgrounds in our community, and encourage the cultivation of each individual's whole, authentic self.

## **CARING FOR EACH OTHER**

At NEYT, our shared expectations are guided by principles of community, support, safety, and care.

We welcome everyone.

We treat one another with respect.

We seek to understand.

We take our concerns to the source.

## **CARING FOR & SHARING OUR SPACE**

It took tremendous community effort to transform what was once an old truck repair shop into the remarkable theater arts complex that we enjoy today. Whether it's picking up after yourself, respecting the props room, or keeping food out of our performance space, we ask that you treat our shared theater space with love, care, and respect -- in short, as your own home away from home.

Further, NEYT continues its connection with the community, and opens its doors to other organizations. We extend the same consideration and welcoming attitude to our visitors as we do for one another.

## **MENTORING PROGRAM**

Mentors are members of our Senior Company who commit to the practice of nurturing an inclusive and supportive environment in all of their NEYT projects. In addition to helping out around the theater and organizing various NEYT events, Mentors act as an example, a support, and a resource for younger company members. These are not skills and practices we expect mentors to possess already; rather, we see the Mentor program as an opportunity to cultivate these skills and practices. Mentors are on the journey of development along with every other student at NEYT. To learn more about becoming a Mentor, contact Putnam Smith, Education Director and advisor to the Mentors. More information about this program can also be found on our website.

## **NEYT CELL PHONE POLICY**

We ask that participants leave phones in their bags when they are here: during class, rehearsal, and shows. Exceptions to this policy (e.g. making a video of dance or fight choreography for reference at home), will be at the discretion of the director/teacher.

We encourage everyone to connect with one another in person while here rather than using the phone for things other than connecting with rides. Theatre is a collaborative activity requiring connection and presence...mostly our phones just get in the way.

## **STATEMENT ON BULLYING AND HARASSMENT**

Theatre involves taking risks and allowing ourselves to become vulnerable; bullying and harassment jeopardize the supportive environment needed for this work to occur. Building trust and rapport amongst participants is crucial to the success of every project at NEYT. First and foremost, we aim to prevent bullying and harassment by cultivating empathy, communication, and mutual responsibility for the well-being of others.

When an incident of bullying or harassment occurs, our goal is to address it immediately. When necessary, we will follow the procedures and policies outlined by Vermont state law: [https://education.vermont.gov/documents/healthy-safe-schools-hhb\\_model-policy](https://education.vermont.gov/documents/healthy-safe-schools-hhb_model-policy)

Additionally, we aim to heal our community after incidents of bullying through Restorative Justice practices. Our focus is on repairing relationships, listening to the needs and harms of both harmed and harmer, and, when possible, reintegrating affected parties back into our community. For more on Restorative Justice practices, please refer to: <https://education.vermont.gov/documents/implementing-restorative-principles-and-practices-vermont-schools>

We consider cyberbullying to be an additional form of harming that we will not tolerate in our community. Any issue of harassment, bullying, or cyberbullying should be reported to our designated complaint recipient: Putnam Smith

## **RULES OF THE PREMISES**

Persistent activities and/or behaviors that put an individual or others at risk of physical or mental harm will be addressed in collaboration with staff and family. First and foremost, we seek to understand the individual, and the particulars of the incident. Secondly, we are concerned with finding appropriate resolution for all involved. If necessary, we recommend outside support for students and families at risk.

Participation in an activity or action which is against the law or which places a person or our theater in danger will not be tolerated. Alcohol, drugs, tobacco, weapons, and violence have

no place in our theater. In cases where these rules are not observed, NEYT reserves the right to ask a student to leave on disciplinary grounds with no tuition refund.

## **WHEN YOU HAVE CONCERNS**

NEYT is a supportive place where we work with one another through both difficult and joyous times. Our staff is prepared to help resolve many kinds of issues that may arise. If a student or family member has a concern or grievance to discuss, we encourage "taking it to the source" and speaking directly with the staff involved in your program.

Our Creative, Management, and Education Directors work together to provide support and implement strategies for success through any issue. Families and students are encouraged to contact these members of staff to provide any necessary mediation or intervention.

## **FINANCIAL AID & ANGELS IN THE WINGS**

NEYT is committed to making our programs accessible to anyone who wishes to attend. The organization strives to never turn away a family because of financial need. We provide financial aid and scholarships made possible by our generous donors through our Angels in the Wings program.

Aid usually ranges from 20%-100% of the cost of tuition. Decisions are made by our Financial Aid Committee, and are based on factors that combine the U.S. Department of Health & Human Services Poverty Guidelines, verified household income, and the number of people in the household. Additionally, we take into consideration the specific situation of each family. The amounts of financial aid awarded are dependent upon the number of applicants and the amount NEYT has available in its "ANGELS IN THE WINGS" fund. We also arrange payment plans upon request.

You may apply for financial aid online at : <https://www.neyt.org/financial-aid>. To be sent a paper copy of this form, contact the Front Office or Communications. The form is simple and easy to fill out and should be returned before given deadlines.

## **PAYMENT, DEPOSITS, AND REFUNDS**

We accept most forms of payment including checks and credit/debit cards.

### Registration Fee

A \$25.00 deposit, per child, per session, is due at the time of registration in order to secure your student's spot in a program or class. This is a non-refundable deposit barring medical issues (see below). If you require assistance in paying this fee, please contact the The front office or Communications

### REFUND POLICY

If for some reason you need to cancel your registration, please contact the NEYT office.



- Tuition payments include a non-refundable, non-transferable \$25 registration fee; exceptions may be made at the discretion of the NEYT office.
- Full tuition minus the \$25 deposit will be refunded if registrations are withdrawn more than 30 days prior to the session start date.
  - One-half (50%) of tuition minus the \$25 deposit will be refunded if registrations are withdrawn between 15 and 30 days prior to the session start date.
  - No refunds will be issued if registrations are withdrawn less than 15 days prior to the session start date.
  - In situations when a program has been canceled due to low enrollment, your full deposit and tuition will be refunded.

#### RETURNED CHECKS

We charge a \$30.00 fee for checks that are returned for insufficient funds.

### **WHAT DO WE MEAN BY “COMPANY”?**

Within the NEYT community, we often refer to different “companies.” This is simply our way of differentiating programs by age range.

#### YOUNG COMPANY ages 6-8

Any child participating in the programs offered for this age group.

#### JUNIOR COMPANY ages 9-12

A child who enters a Junior Company main stage production – as well as Melodrama, Summer Shorts, Junior Shakespeare, and Town Schools Theatre.

#### SENIOR COMPANY ages 13 -19

Any actor who auditions for or crew member who participates in a Senior Company main stage production. Mixed age productions (such as the Holiday show, or the Spring Musical) are made up of Senior and Junior company members. Age 13 and above are senior company members.

### **CLASSES & WORKSHOPS**

We offer a variety of classes for young people ages 6-19. All experience levels are welcome. Generally, there are two semesters of classes, in the fall (beginning early September) and winter (beginning early January). Each class runs about 8 weeks long. We also offer shorter workshops and master classes throughout the year. Registration starts as soon as classes are posted (usually 6 weeks before the first day).

**CLASS SIZE** There is both a minimum and a maximum number of students each class needs to be successful. Our class sizes are small to provide stronger instruction. In cases when the minimum sign-ups have not happened by a week prior to the start of class, we will cancel that offering and refund any deposits.

**ATTENDANCE** is the first part of participation. Our classes are made to progress throughout the session. When a student misses more than 2 classes, they have missed that progression and the group is negatively impacted. Senior Company students who miss more than three classes are

not permitted to continue the class, and will not receive a refund. In cases of unexpected illness, please contact us before the start of class.

OUTSIDE PREPARATION our senior company and advanced classes do require some outside preparation. For their experience to be successful, students should expect between 1-3 hours of preparation each week.

#### OPEN STUDIO & PRESENTATIONS

At the end of all classes we invite friends and family to share in some of the work we have been doing. This is an important part of the process for participants and attendance is a required part of the class. Several of our longer workshops end with performances. These events are also a critical part of participation.

### **THEATRE DESIGN & PRODUCTION**

In a theatre “of, by, and for kids”, it is not just the performers you see making the magic happen – it includes everything “backstage” from design through execution. This program provides opportunities for students ages 12 and up to learn more about all elements of a theatre production. It dovetails with our productions so that practical skills are developed through real experience. Students take leadership roles as they develop their skills. Our young people are also given the responsibility for running the technical aspects of NEYT performances.

Due to generous support from our donors, this program does not require tuition. Families can register online or through the office. Summer Sessions are by application.

### **SUMMER PROGRAMS**

We offer a variety of 1-3 week summer programs for ages 6-19. These are full and half-day programs that run from the end of June to the middle of August. We offer a free lunch program in the summer to help with the longer days.

### **LEADER-IN-TRAINING (LIT)**

The Leader-In-Training (LIT) program offers NEYT students an opportunity to further develop their skills as teachers and leaders in the NEYT community. LITs are selected through an application and interview process. The LITs integrate into Junior and Young Company programming, giving participants training as well as opportunities for teaching and leadership.

### **MAINSTAGE PRODUCTIONS**

Our mainstage productions present both learning opportunities for participants, as well as a community experience. Whether you are a member of the cast, the design team, the technical crew, the front of house, or the audience - it is when we come together to share these events that some of our deepest enjoyment and sense of accomplishment happens.

#### HOW TO GET INVOLVED

Senior Company shows and the All-Company Musical are cast by audition. Auditions are held several months before rehearsals begin.

Junior Company shows are by registration and require no audition. Registration is on a first-come first-served basis and is limited only by the maximum number of parts available. Once registration is filled, interested students will be placed on a waiting list and will be notified as soon as any slots open up. This includes the Spring Musical program for ages 11-15.

Our Design & Production program is open to students 12 and up. Please contact David Regan, our Technical Director, for more information.

#### TIME COMMITMENT

Rehearsals are held 3-5 times a week over a period of 6-8 weeks leading up to the first performance. Rehearsals are typically after school on weekdays, often until 6:45pm. Some programs may require weekend rehearsals as well. These schedules are available at the time of auditions, or at the time of registration. Please be sure you can fit the commitment into your busy world before accepting your role.

The schedule for Designers & Technicians is determined by the production team for each program. Workdays for each design department vary.

SENIOR COMPANY actors are expected to take responsibility for knowing when they are called for rehearsal. If you have questions, please contact the front office.

#### ABSENCES

Cast and crew are **required to be at every rehearsal for which they are scheduled. Further, every cast & crew member must be able to commit to every performance.** Make sure you have no conflicts with performance dates BEFORE the production begins. Every hour together in rehearsal counts. When someone is missing, the entire ensemble is affected. Absences from rehearsals due to scheduling conflicts must be approved at the discretion of the director and arranged before a role is accepted. If an absence is necessary in the case of illness or emergency, please contact the front office before rehearsal begins. Persistent absences can result in a performer being cut from a scene when they cannot be caught up on what is missed.

In case of missed rehearsals due to weather, additional rehearsals may be scheduled. If this need arises, you will be contacted by email with as much notice as possible.

It is important to be PROMPT. Arriving 15 minutes before the start time provides enough time to get settled and be ready to begin.

#### TECH WEEK

This is the period of time when we put all the elements together. It is an exciting and demanding time and requires everyone's attendance and full participation. We hold extended hours (usually another half hour) for those last few rehearsals to allow a full "performance" run with all technical elements incorporated.

## COMPLIMENTARY TICKETS

Our tuitioned programs include a code for a pair of free tickets to performances for use by the student's family. These are used with our online ticketing system. You can select the performance and where you would like to sit. If it is difficult for someone to access the internet, our front office can make arrangements as well.

## FRONT OF HOUSE

Volunteering is an important part of what happens here at NEYT and a great way to get to know the people who spend time here. Every show needs two volunteers to help with concessions and two volunteers to help with ushering and other Front-of-House duties. Each Front-of-House volunteer gets a complimentary seat for that performance.

All proceeds from concessions go to our 'Angels in the Wings' scholarship fund, something that many NEYT families rely on. Our families contribute baked goods, fruit, and savory items to help with this important fundraising. A few weeks before performances, our Front-of-House coordinators send out information about signing up for these positions.

## PERFORMANCE SCHEDULE

Our performance schedule provides an experience of the discipline and spontaneity strong theatre needs. Added performance opportunities are not only gratifying for participants, they are also part of the way that we learn and grow as artists. Mainstage programs usually run two weekends with both evening performances and matinees, and sometimes there is a mid-week school show, so you may be in as many as 6 -12 performances for any one show.

## NOTES

Opening night marks the beginning of a new phase of our learning experience. At NEYT, we give notes on each performance through the run of our projects. This supports continued growth as we learn in front of live audiences.

## CALL TIME

This is the time actors and technicians are required to arrive at the theater to allow enough preparation for the day's performances. Call time is usually an hour and a half prior to curtain. Shows with more difficult prep may call earlier. Often the running crew or pit band have a later call time than the actors.

## TWO-SHOW DAYS

Our mainstage programs hold 2 performances on Saturdays (Matinee & Evening). This is an enjoyable bonding experience for the ensemble of crew and actors – as well as an important learning experience. On two-show days, students are encouraged to bring lunch and can stay at the theater in between performances. NEYT staff and parent volunteers are on-hand in the building to provide oversight during these interim periods. This is not required "together time" --- families can also choose to make their own plans.

## BRUSH-UP REHEARSAL

We meet the Thursday between performance weekends to revisit our material after the several days break. This is an important part of keeping the ensemble fresh and moving forward in the show's growth.

#### CIRCLE OF APPRECIATION

The Circle of Appreciation is when a director guides a gathering of cast & crew through an exercise in which each student is held in the light of appreciation. The circle generally occurs in the final weekend of performances and can last from 1 to 2 hours. The circle brings a sense of lasting unity to the group who has built something special together and assists in the closure process of this very alive moment in our lives.

The circle of appreciation is a tradition carried throughout the state of Vermont through the *Get Thee To the Funnery* Shakespeare program, founded by Peter Gould and has become a longstanding tradition that we carry on here at NEYT.

STRIKE is when we take down the set, put away costumes & props, and clean the areas we used for the performances. We all work in teams after the last performance – it is our last big effort as a group. The production crew sometimes comes on additional days to dismantle more complicated sets. Taking responsibility for our space is a big part of being a member of the NEYT community. Strike is a required event.

## **ABOUT AUDITIONS AND CASTING**

#### WHAT PROGRAMS REQUIRE AN AUDITION?

All Senior Company mainstage shows require an audition. Junior Company shows are by registration, and do not require an audition. The All-company Holiday Musical is something of an exception and does require an audition for all participants, including Junior Company students (age 9-12).

#### WHEN ARE THEY?

We conduct three rounds of auditions annually:

- MID-MARCH for Senior Summer Classic & Summer Musical
- EARLY JUNE for Senior Fall Play & Holiday Show
- MID-DECEMBER for Senior Spring Play

#### HOW DO I FIND OUT?

Auditions are posted 1-2 months in advance on the callboard just outside the front office, as a facebook event, and on our website. These postings include information about what to prepare as well as more detail about the production. Please feel free to contact the office with any questions or to get on our email list.

#### WHAT IF I CANNOT MAKE THE AUDITION CALL?

We accept video submissions for those who live far away or have a schedule conflict. Please prepare your material as directed, tell us a little about yourself in your video as well, and send to: Putnam Smith, Education Director, by the day of the auditions.

#### WHAT ARE AUDITIONS LIKE?

Auditioning can be anxiety provoking in any circumstance - but it can also be an exciting time to play bravely and surprise ourselves. We strive to create a supportive and welcoming environment – and take care to structure a process that allows for exploration and discovery. If it helps you to know more about how an audition will be, please do not hesitate to contact us for more information.

#### ALL-COMPANY PROJECT AUDITIONS:

The Holiday Show is an opportunity for the Junior & Senior Company to collaborate together. This project is the culmination of our year and provides young people the experience of a large and technically challenging show.

#### WHAT TO PREPARE:

Each audition notice includes information on what to prepare. We provide copies of any specially requested material. You can find this information on our website, request it by email, or pick it up in the lobby of the theater.

#### HOW DO I PREPARE?

If you would like help with audition material or more information about how to prepare, please feel free to contact our Education Director, Putnam Smith.

#### AUDITION WORKSHOP:

We hold a free audition workshop for interested students to learn and play with material for the All-Company Holiday Musical. These are in May and are open to anyone who is curious or might enjoy support preparing an audition. This is not a required event nor is it a commitment to the project. Everyone is welcome.

#### COME ANYWAY!

Even if you feel like you are not fully prepared for an audition – don't worry! COME! You can always work with a script in hand and sing any song you know (including "Happy Birthday").

#### CALLBACKS

A callback audition is when a smaller group of actors is asked to return to share again. Our Summer & Holiday Musical hold callbacks after the Open Call. Young people who are called back may be asked to prepare additional material. Just because someone is not called back does NOT mean they are not in the show.

#### ALL ROLES ARE OPEN

Everyone is welcome! Our production projects are open to young people of all interests, experience, and abilities. We look to offer each student a challenge – and welcome new

people into the fold. There are no prerequisites to join.

We embrace non-traditional and non-discriminatory casting. NEYT does not pre-cast and is committed to a reflective and creative casting process. We cast students with the talents and qualities for a given role regardless of their age, year in school, gender, race or number of years of involvement with NEYT. We actively seek new ways of looking at material to best suit everyone who wants to participate.

#### STAFF RECUSAL

When any core staff, full-time employee, director, choreographer, or visiting artist assisting with a production also has children auditioning, we employ a process for recusal that is facilitated by a panel to excuse the parent from making any and all casting decisions regarding roles under consideration for their child.

#### WHAT IF YOU MISSED THE AUDITION?

Very often, actors can join a production after the audition process has passed. Our large ensemble programs enable us to welcome performers until just before the rehearsal process begins. Sometimes actors find they are not able to participate after casting is complete leaving roles open. If you would like to join one of these programs and missed the audition, please contact the front office for more information.

#### AUDITION FEEDBACK

We offer students an opportunity to reflect on their audition experience. This feedback is distinct from the casting process. If you would like feedback on your audition, please email the Education Director to set up an appointment with members of the team. We are happy to reflect on what is working for you in your process and to offer possible tools that will support your preparation the next time. If you have any questions about our audition process and general principles please contact our Education Director, Putnam Smith.

#### ANNOUNCING THE CAST:

Cast lists are sent to the email indicated on the audition form and are posted outside the door of the front office. This occurs the afternoon 24 hours after the casting process has been completed. It can take a few days for the team to finish casting discussions, so patience is key.

The posting of the cast list can be a difficult, disappointing time... even if you will be a part of the show. It is natural to go through a period of adjustment. In preparing for an audition we often become attached to specific outcomes. We find it can take at least 48 hours before a person finds a way through their feelings and is ready to again look for what excites them about a production.

#### WHEN WE ARE UNABLE TO CAST ALL WHO AUDITION:

There are times when the number of people auditioning exceeds the number of actors we can take into a project. This is difficult for all of us as we hope anyone wishing to participate will have a way to do so. Students not cast in a given show are encouraged to participate in other ways –

backstage running crew, props, costumes, make-up crew, and set construction. Every member of the team is important to the project! Being a part of the Design & Production program is a fun way to participate and performers grow their understanding through backstage experiences as well as onstage.

#### JUNIOR COMPANY CASTING (age 9-12)

The first few days of every Junior Company rehearsal process consists of games, acting exercises, and group-building work. Our goal for students is to build camaraderie and trust, develop performance skills, and have fun. Only after attentive observation during those first rehearsals will casting be decided by directors. Beyond acting, the directors will consider willingness to try new things, the capacity to support one's peers, and the emotional maturity to handle given roles. This approach offers a low-pressure and engaging way to match each student with a role that supports where they are in their growth and learning process.

### **LEAVING CAMPUS & PROMOTING SAFETY**

Some of the fun of NEYT is a growing sense of independence. It is fun to be in town with friends. Parents and Caregivers may sign a release form at the time of registration giving permission for their child to leave the NEYT campus during program hours. The following guidelines help us all support one another.

- JR COMPANY FALL & WINTER productions:

Students must stay on campus for rehearsals, and also for two show days.

- SR COMPANY SPRING & FALL productions:

Actors & Crew may leave campus (13-19). Younger members of crew (12) may leave as long as they are with the group and have parental permission.

- HOLIDAY MUSICAL students ages 9-12 must be with a parent or senior company person for 2-show days or during long rehearsal breaks. (Senior company is already in the practice of including the younger students in these situations.)

- SPRING MUSICAL Actors stay on campus during two show days.

During rehearsals, stage managers and Active Mentors are permitted to go off campus and bring things back for the group.

#### DURING SUMMER PROGRAMS

Any student leaving campus during program hours must sign-out with their designated program adult. Each program leader keeps the "call sheet" for signing in & out.

- SENIOR COMPANY actors may leave campus (13-19).

- DESIGN & TECH stays in groups when leaving campus.



- COSTUMING leaves campus as a group. SR CO age may leave campus on their own after checking out with LIT coordinators.
- Younger students in mixed age programs (JR SHAKESPEARE) are allowed to leave campus only when accompanied by an LIT, Mentor, or program staff member and with the permission of a parent of guardian.
- MELODRAMA program participants must stay on campus
- SUMMER SHORTS participants must stay on campus

### **INCLEMENT WEATHER POLICY:**

NEYT will not hold classes or rehearsals on days when school is canceled for the district of WSESU. Families will be alerted by email, Facebook posting, and a message on the NEYT answering machine. We determine cancellations by 7 am on Saturdays and by noon on weekdays, with regards to early release or when school is not in session.

Rehearsals and classes that are canceled due to weather conditions will be rescheduled.

### **FEEDBACK**

NEYT encourages and welcomes feedback and ideas from our families and patrons. Please feel free to email Education Director, Putnam Smith, to share your thoughts. We also conduct family and participant surveys at the close of projects and appreciate all input through this process. We want to hear from you!

### **VOLUNTEERING**

There are numerous ways you can get involved at NEYT as a volunteer. If you are interested in helping our community in any capacity please contact the front office to learn more about volunteer opportunities.

### **PHOTOGRAPHY at NEYT:**

NEYT productions are professionally photographed. Parents and students can view all the best photos from each show (plus rehearsals and press photos) all the way back to 2006 at [neyt.smugmug.com](http://neyt.smugmug.com). Those photos can also be purchased there as prints or as digital downloads in a variety of sizes.

Parents sign a photo/video release when registering for programs. If, for any reason, you do not wish to provide this permission, we will not share your child's image in the promotion and celebration of programming.

### **PARKING:**

Please make sure to park all vehicles in our large designated lot. Accessible parking spots need to be observed at all times, as does the fire lane which runs all the way from the street up

to the left side of the building. In addition, cars should not block the walkway to the entrance; this is also necessary for accessible use.

## **CONTACT US:**

100 Flat Street  
Brattleboro, VT, 05301  
802.246.6398  
Front Office/General inquiries: ext.101  
Box Office: ext. 103  
[www.neyt.org](http://www.neyt.org)

## **NEYT FACULTY & STAFF**

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## **NEYT BOARD OF DIRECTORS**

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## **APPENDIX: HEALTH & SAFETY GUIDELINES - WINTER 2022**

Updated: 1/03/22

We are closely following COVID-19, especially the status of the Delta & Omicron variant, and may adjust our guidelines as the situation changes.

### 1. GENERAL GUIDELINES FOR BEING ON CAMPUS

- Participants in indoor programming must provide proof of vaccination
- Practice physical distancing (3 feet between all individuals when masked indoors, 6 feet outdoors when unmasked)
- Wear facial coverings (everyone over the age of 2)\*
- If Experiencing [Symptoms of COVID](#), please stay home (more below)

[\\*Following the CDC's recommendation for schools, we are requiring universal masking indoors, for students & staff, regardless of vaccination status.](#)

### 2. WHAT WE WILL DO AND PROVIDE

- Provide hand sanitizing stations with 60%+ alcohol solution inside the entrance to the theater
- Ensure there is adequate soap and paper towels in each bathroom
- Limit group sizes according to room capacities
- Hold gatherings outside whenever possible
- Prop open the doors to the building when we expect periods of ingress and Egress
- Disinfect surfaces within the theater once a day (per CDC's recommendation for schools)

### 3. WAYS YOU CAN HELP

- Stay home if:
  - You are experiencing any [symptoms of COVID-19](#) (see below)
  - Are currently in quarantine due to close contact with an individual with COVID-19, or in isolation due to positive testing for COVID-19 (visit the CDC website for the most current list of symptoms)

- Communicate with NEYT if you or anyone in your household has been diagnosed with COVID-19
- Reduce your potential exposure to the coronavirus. (The greater risks you take, the more you put our community at risk!).
- During the period of NEYT participation, refrain from travel to areas outside our region that require quarantine. (For more information visit Vermont.gov)
- Please respect physical distancing and mask guidelines while dropping off and picking up.
- Bring a clean mask to every rehearsal.
- Bring your own snack and water bottle -- no sharing of water or snacks!
- Bring your positive energy!

#### 4. GUIDELINES FOR IN-PERSON PROGRAMS

- Workshops & rehearsals that are held indoors will be masked and held in our largest spaces. We will follow the Vermont State guidelines for physical activity.
- Facial coverings may only be removed during outdoor physical activities where children and staff can maintain physical distance (over 6 feet) and have ready access to put them back as needed *when activity stops*. At all other times, participants and staff must be masked.
- NEYT provides sanitizer at all locations to use after touching masks and moving locations.
- Sharing of props will be as limited as possible. All props are disinfected between each rehearsal.
- Vocal work will follow the industry standards and remain in compliance with State Guidelines.

#### 5. WHAT TO DO IN CASE OF SYMPTOMS/ILLNESS

(The following guidelines are drawn from the State of Vermont's Department of Health)

What happens if my child has symptoms of COVID-19?

- If your child has any of the COVID-19 symptoms listed below, keep them home and call the NEYT office to report their absence
- If your child has any COVID-19 symptoms while at NEYT, you will be called to come pick up your child as soon as possible.

When does my child need a COVID-19 test?

- Here are the current pediatric symptoms associated with COVID-19:

Fever (100.4 F or higher)	Nausea
Cough	Vomiting
Shortness of breath	Diarrhea
Sore throat	Fatigue
Runny nose	Muscle aches
Loss of taste or smell	Headache

- If your child has any COVID-19 symptoms for longer than 24 hours, they should obtain a COVID-19 PCR test.
- Consider having your child tested earlier than 24 hours if they have a fever, cough, runny nose, headache, or loss of taste or smell. These are symptoms commonly experienced by children testing positive for COVID-19 in Vermont. Please consult with your child's healthcare provider if you need assistance deciding if your child needs an earlier test.
- If your child experiences allergy symptoms that are on the list above, COVID-19 PCR tests are recommended during this time of increased circulation of the COVID-19 virus.

#### When can my child return to NEYT?

- If your child has illness symptoms for less than 24 hours, they can return to NEYT after it has been 24 hours or more since illness symptoms have resolved.
- If your child has symptoms of COVID-19 and had a COVID-19 test (a "rapid" test is acceptable):
  - They must quarantine until they have received results of the test.
    - If the test results are NEGATIVE, they can return to NEYT after:
      - It has been 24 hours or more of no fever without the use of fever-reducing medicine AND
      - other symptoms have improved.
    - If the test results are POSITIVE, they can return to NEYT after:
      - It has been 24 hours or more of no fever without the use of fever-reducing medicine, AND
      - Other symptoms have improved, AND
      - 10 days or more have passed since any symptoms first appeared.

- If your child has symptoms of COVID-19 (listed above) lasting longer than 24 hours and did not have a COVID-19 test but an alternative diagnosis was made by health care provider, they can return to NEYT after:
  - It has been 24 hours or more of no fever without the use of fever-reducing medicine, AND
  - Other symptoms have improved.
- If your child has symptoms of COVID-19 (listed above) lasting longer than 24 hours and did not have a COVID-19 test and no alternative diagnosis was made, they may return to NEYT after:
  - It has been at least 24 hours or more of no fever without the use of fever-reducing medicine, AND
  - Other symptoms have improved, AND
  - At least 10 days have passed since any symptoms appeared.